



# DELAWARE FOREST SERVICE URBAN AND COMMUNITY FORESTRY PROGRAM

## 2009 TREE PLANTING GRANT

### GRANT PROGRAM OBJECTIVES

- To promote the proper planting and care of trees.
- To promote urban tree canopy efforts
- To diversify, enhance, and promote the proper stewardship of Delaware's urban forest resources
- To encourage sustainable urban and community forestry programs throughout Delaware

*Grant funds can help communities develop an effective urban and community forestry program through the following types of projects:*

- Riparian area or water quality tree plantings over larger areas
- Planting trees in public open space along streets, parks, etc

### INSTRUCTIONS

- Eligible projects must be performed on public lands within the community. By definition, public lands are those lands that are owned by the state, county, local government, or community civic association. Public lands include parks, green-ways, recreation areas, and/ public rights-of-way or easements.
- **Urban and Community Forestry grants are not intended to provide ongoing funding.** Priority will be given to first time applicants or those communities that have not received an urban forestry grant in the last three years.
- **MATCHING FUNDS**
  - Grant requests must not exceed \$5,000. Matching funds must be equal to or greater than the grant amount requested.
  - Matching funds **MUST NOT INCLUDE** either federal funds or in-kind service provided by the Delaware Forest Service.
  - Planning and Tree Board meetings must not exceed 25% of in-kind match.
  - Match must be received by project completion date in order for grant funds to be released.
  - Match must be directly related to the project no mowing, playground equipment, etc.
  - Match dated before June 1<sup>st</sup>, 2009 will not be accepted.
- The volunteer labor rate for 2009 is **\$21.28**. Please see the attached billable rate schedule for equipment used as in-kind match.
- Applicants may **submit no more than two (2) projects** and each project must be on a separate application form.
- **No materials or work** may be purchased or performed without an approved purchase order from the Delaware Forest Service. This will ensure payment of bills and invoices in a timely manner to the community
- Volunteer groups must have the written consent of a local community official who is authorized to make decisions about planting and/or maintaining trees at the proposed project location.

- All plant materials must conform to the American National Safety Institute, ANSI – 300.0 – 2001. To obtain a copy of these standards, please visit the ISA website at [www.isa-arbor.com](http://www.isa-arbor.com) or contact the Delaware Forest Service at (302) 659-6705.
- Applicants must monitor new plantings for a period of three (3) years.
- Ash, Bradford pear, Leyland cypress, and red oaks other than willow oak are not recommended for planting. Please refer to the Delaware Forest Service's recommended tree list.
- Applications must be postmarked no later than ***Tuesday June 30<sup>th</sup>, 2009. NO FAXED OR EMAIL SUBMISSIONS.***

Submit Application Package to:

*Delaware Forest Service  
Urban and Community Forestry Grant Program  
2320 S. DuPont Highway  
Dover, DE 19901*

- Receipt of application by the Delaware Forest Service will be made via email.

#### **APPLICATION PACKAGE REQUIRED ELEMENTS**

1. ***Cover Page*** that is complete
2. ***Project Narrative*** describing how the proposed tree planting project meets grant program objectives, scope of the project, number of trees planted, justification, any partners, volunteers, or school groups involved, any educational components, and any other background information, etc.
3. ***Finalized Site Plan*** that includes accurate locations of proposed trees, utilities, structures, roads, and sidewalks. This plan should reflect the project objectives. Maps should be detailed indicating the location of each tree that is to be planted. In addition, the site plan must include a ***vicinity map*** showing the location of the site within the community. Maps can be created at: <http://datamil.delaware.gov/>
4. ***Maintenance schedule*** that addresses proper pruning practices, watering, mulching, removing any stakes, monitoring for insect/disease problems, and the person responsible for a minimum of three (3) years from the date of tree planting.
5. ***Proposed Budget*** for the project. This section describes the cost of the requested trees, matching funds, and in-kind services.
6. A ***letter from a community official or parks and recreation supervisor*** supporting the project and identifying a responsible group (such as the community Parks Department, civic association, etc.) for the maintenance of the proposed plantings. Consent letters should be written by leaders that have authority within the community to approve the proposed project, for example the Mayor, park superintendent, or homeowner association president.
7. **For grant proposals over \$2,500.00, three (3) contractor bids** for plant materials and/or labor are required. Bids can be waived with proof of contractor already on contract with the community. If three bids cannot be provided, please provide a written explanation why they could not be obtained.
8. **Completed signature** box on last page.

***In order to be considered for ranking, applications must clearly and concisely address these required elements.***

## **EVALUATION CRITERIA**

### **All grant s will be ranked for the following criteria:**

1. New communities or applicants that have not received funds in the past three years. (2 pts)
2. Tree City USA or Delaware Tree Friendly Community (1pts)
3. Does the project promote community/partnerships? (5pts)
4. Educational components (5pts)
5. Planting activities address an urban tree canopy goal or sustainable urban forestry. (5pts)
6. Project will make a direct impact to improve water quality and the urban forest. (5pts)
7. Overall project quality (7 pts)

## **RECIPIENTS OF A 2009 TREE PLANTING GRANT**

- Will receive a letter of congratulations and a procedural guide by *August 1<sup>st</sup>, 2009*.
- Will sign a contract with the Delaware Forest Service, stipulating that the trees will be planted as specified in the grant application and will be maintained and monitored for a minimum of three (3) years.
- Will be required to submit an updated W9 Form to allow your organization to receive grant funds from the State of Delaware.
- Will receive a purchase order after signing grant contract. ***No materials or work may be purchased or performed without an approved purchase order from the Delaware Forest Service.***
- Will send a representative to the Urban and Community Forestry Workshop in September 2009.
- Will notify the Delaware Forest Service at least two (2) days (48 hrs.) prior to planting the trees. This will allow a forester from the Delaware Forest Service to be present at the tree planting.
- Will complete the project by *April 30th, 2010* and submit a summary report within two (2) weeks of project completion.
- Will receive grant amount upon completion of project and submission of summary report and finalized site plan.
- Will submit yearly updated tree condition reports for the next three (3) consecutive years.

## **ANY QUESTIONS CONCERNING THE 2008 TREE PLANTING GRANT APPLICATION PROCESS SHOULD BE DIRECTED TO**

**Henry Poole**  
**Urban Forestry Coordinator**  
**Delaware Forest Service**  
**Mobile (302) 943-3593**  
**Office (302) 659-6705**

**OR:**

**Kyle Hoyd**  
**Urban Forester**  
**Delaware Forest Service**  
**Mobile (302) 943-7869**



## State of Delaware Urban & Community Forestry Advisory Council 2009 Tree Planting Grant Application

**PLEASE NOTE: If all elements including this cover page are not addressed, this grant application will not be ranked for funding consideration**

### 1. COVER PAGE

<b>Project Title:</b>	
<b>Organization Name:</b>	
<b>Mailing Address:</b>	
<b>Project Lead:</b>	
<b>Phone:</b>	
<b>Fax:</b>	
<b>Email:</b>	
<b>County</b>	

<b>Total Amount Requested:</b>	\$
<b>Total Match:</b>	\$
<b>Total Project:</b>	\$
<b>Total Number Trees Planted</b>	
<b>Projected Completion Date</b>	

### Legislative District Information:

<b>Legislative Body</b>	<b>District Number</b>	<b>Name</b>
<b>Senate</b>		
<b>House of Representatives</b>		

**2. PROJECT NARRATIVE** (Please describe how the proposed project meets grant program objectives, scope of the project, number of trees planted, reasons for planting, justification, any partners, volunteers, or school groups involved, any educational components, and any other background information. Be descriptive. Photos are encouraged.)

### 3. PROPOSED BUDGET:

**Instructions:** Each grant request must be no more than \$5,000 and matched dollar for dollar. Match can be either cash or in-kind services or a combination of both. Complete the worksheet below and submit it with your grant application. An unclear or inadequate budget may result in your proposal not being ranked for funding.

#### Materials/Contractual Services:

Cost of trees and/or labor..... \$ \_\_\_\_\_

Number of trees to be planted \_\_\_\_\_

Supplies (gator bags, mulch, stakes, etc....)..... \$ \_\_\_\_\_

Equipment Rental (chipper, tractor, etc....)..... \$ \_\_\_\_\_

Other..... \$ \_\_\_\_\_

(explain) \_\_\_\_\_

**Total Amount Requested** ..... \$ \_\_\_\_\_

**Amount of Match:** Grants must be matched dollar for dollar with cash, in-kind, or a combination of both. You can include volunteer time, municipality crew time, equipment use, etc. Administration and planning activities must not exceed one-quarter of the total match.

Cash..... \$ \_\_\_\_\_

In-Kind (list source)

Administration/ Planning..... \$ \_\_\_\_\_

Volunteers (Please describe below)..... \$ \_\_\_\_\_

\_\_\_\_\_

Other (replacement trees, etc.)..... \$ \_\_\_\_\_

Other \_\_\_\_\_ \$ \_\_\_\_\_

**Total Match\*** ..... \$ \_\_\_\_\_

*\*This line should be greater than or equal to the Total Amount Requested above.*

**4. SITE PLAN & VICINITY MAP:** *(Include proposed planting locations, existing structures, utilities, etc.)*

<b>City/ Town:</b>	<b>County</b>
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**5. MAINTENANCE SCHEDULE:** (Please describe how you will meet the project maintenance requirements)

**6. CONTRACTOR BIDS:** (Please attach contractor bids and complete table below or note why you are exempted)

**Contractor Contact Summary:**

<b>Name</b>	<b>Telephone Number</b>



**7. LETTER FROM COMMUNITY OFFICIAL** (Please attach letter from a community official that has authority within the community to approve the proposed project, for example the Mayor, park superintendent, or homeowner association president)

**8. SIGNATURES**

As the representative of the community or civic association, I understand that if approved for the Urban and Community Forestry Grant funds, the community shall be responsible for the following:

- Matching all grant monies with either non-federal dollars or with “In-Kind” non-federally funded service of like or equal value.
- Enter into a contract with the Delaware Forest Service to complete the approved project as defined within the application.
- To attend the Urban and Community Forestry Grant Workshop in September 2009

\_\_\_\_\_  
Project Lead

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Mayor/ Town Manager/ HOA President      Signature

\_\_\_\_\_  
Date